

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 14-49**

OPEN TO:	All Interested Candidates	OPENING DATE:	March 28, 2014
TITLE:	Investigator	CLOSING DATE:	April 10, 2014
GRADE:	FSN-11	AGENCY:	USAID
POSITION NO:	OIG-003	LOCATION:	ISLAMABAD
SALARY:	Rs. 2,958,277 P.A. to Rs. 5,524,398 P.A.		

***Final salary determination for the selected candidate will be based on the candidate's demonstrated (certified) salary history.**

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The United State Agency for International Development (USAID/Pakistan) is seeking an individual for the position of Investigator for the Office of Inspector General in Islamabad.

BRIEF DESCRIPTION OF DUTIES:

The incumbent serves as a Locally Employed Staff (LES) Investigator, responsible for conducting investigative work in the Regional Office of the Inspector General (RIG), Investigations Division (RIG/I), in Islamabad, Pakistan. The incumbent, who works under the direction of either the Assistant Special Agent in Charge (ASAC) or the Special Agent in Charge (SAC) in Washington, D.C., has duties and responsibilities that are designed to support the investigative program of the Islamabad RIG/I. The mission of the Office of Inspector General is to promote and preserve the efficiency, effectiveness, and integrity of USAID. To that end, RIG/I is primarily responsible for receiving allegations and conducting inquiries, and investigating allegations or matters of possible fraud, waste, and abuse in the USAID Programs in Pakistan.

QUALIFICATION REQUIRED:

EDUCATION: Completion of university degree (16 years of education) in accounting, finance, business administration, criminal justice or law is required.

EXPERIENCE: A minimum of five years' experience in performing investigative work related to government activities and or/employee integrity matters is required. This may include military, police, or private organizations.

LANGUAGE: Level IV (fluent) English and Urdu language proficiency, speaking and writing is required. Language skills may be tested during the recruitment process.

KNOWLEDGE: A thorough knowledge of local political, social, and cultural customs and practices is required. Incumbent should have familiarity with U.S. criminal and civil laws, rules of evidence, and rules of criminal procedures. Good working knowledge of the host country legal and criminal justice system, and its law enforcement procedures is required.

ABILITIES & SKILLS: Excellent analytical and judgment skills are required to effectively conduct sensitive, high profile investigations, and to provide sound advice to the ASAC/SAC of potential violations of host country laws, the legality of proposed investigative techniques, the admissibility of gathered evidence, as well as the potential political implications of said investigations. Incumbent must be capable of maintaining extensive contacts within the law enforcement community. Incumbent must have the ability to exercise initiative and resourcefulness in obtaining evidence. Ability to draft objective and logical reports in English is required and strong interpersonal skills are required. Proficiency in MS Office Suite and the ability to conduct effective Internet research is required. The willingness and ability to travel throughout the region is also required. A valid driver's license for motor car/jeep is required.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission Pakistan and, if so, in which section they are employed.
8. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title and/or vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: April 10, 2014

U.S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.